

## IC ANNUAL FOIA REPORT FY 2018

**Please complete the following worksheet and return it to the NIH FOIA Office by 2:00pm, Thursday, October 18, 2018. NO EXTENSIONS WILL BE GRANTED**

### PART I - FOIA Contact Information

IC:

Name of Person Completing the Report: Lanette Palmquist

Title: Program Analyst

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### PART II – FOIA Request Data

- a. Number of FOIA requests pending at the end of FY 2017: 17 (This number was taken from the report you submitted last year)
- b. Number of FOIA requests received during FY 2018: 77
- c. Number of FOIA requests processed during FY 2018: 48
- d. Number of FOIA requests pending at the end of FY 2018: 46

**NOTE:  $a + b - c = d$**

### PART III - Cost Information

#### A. Personnel

- 1. How many full-time FOIA staff does your IC have: 0

NOTE: A “full-time FOIA employee” is a full-time employee or contractor who performs FOIA duties 100% of the time.

- 2. How many “Equivalent Full-Time FOIA Employees” work in your IC. **Provide this number in work years:** 1.49

**NOTE:** Employees or contractors performing less than full-time FOIA duties are either a) part-time employees who perform FOIA duties all, or part, of the time, or b) full-time employees who perform FOIA duties less than 100% of the time.

To determine the number in work years, ask everyone who does FOIA on a part-time or occasional basis to estimate the amount of time - in percents - they spend on FOIA related duties. Each 100% equals one full-time equivalent. You should include contractors if they are working on some aspect of FOIA.

**Example 1:**

Employee 1 – performs FOIA duties 20% of her time  
Employee 2 – performs FOIA duties 35% of his time  
Employee 3 – performs FOIA duties 75% of his time  
Employee 4 – performs FOIA duties 15% of her time

In this example, the FOIA duties of these employees equals 145% of the time ( $20 + 35 + 75 + 15 = 145$ ) and **this IC would report 1.45 in this section** ( $145/100 = 1.45$ )

**Example 2:**

Employees 1, 2, 3 and 4 – perform FOIA duties 50% of their time  
Employee 5 – performs FOIA duties 75% of his time  
Employee 6 – performs FOIA duties 10% of her time

In this example the FOIA duties of these employees equals 285 % ( $50 \times 4 + 75 + 10 =$  ) and **this IC would report 2.85 in this section** ( $285/100 = 2.85$ ).

3. Total number of “Full-Time FOIA Staff” 1.49 ( $1 + 2 = 3$ ).

**B. Costs**

1. Processing Costs - Cost to your IC for FOIA processing during FY 2017:

\$226,884

**NOTE:** Add together all costs expended by your IC for processing FOIA requests at both the initial request and the administrative appeal level. **Include salaries of FOIA personnel, overhead and any other FOIA-related expenses.** Salary information can be calculated by multiplying the annual salary of the employee by the percentage of time spent on FOIA (necessary to complete Section A). If your IC has a budget for your office, that may be a good source for this information.